Logo courtesy of the Department of Social and Health Services Infant Toddler Early Intervention Program funded by the Individuals with Disabilities Education Act.

ITEIP Data Management System Updates

ITEIP Data Management System (ITEIP DMS) Highlights

During the first half of 2010, we will continue to add new and updated features to the ITEIP Data Management System. Some features will require us to take down the ITEIP DMS. We will send a notification broadcast email giving you notice of when the System will be offline. We schedule these in time periods that cause the least impact to our users. Updates to the ITEIP Data Management System will have and will be released.

➢ Changes to password logons occurred, contact you're the Local Lead FRC for your service area for questions.
➢ Update all staff records to ensure they are properly entered. Verify staff as an active FRC; with a current background check; attached to the appropriate agency; with the correct mailing address, phone, email and fax, if applicable.
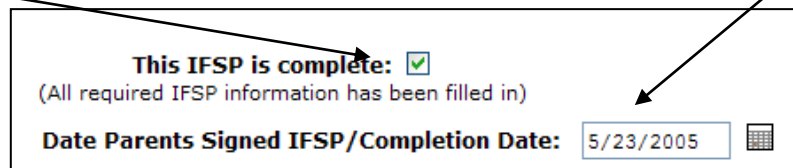
On June 4th we added the following updates:

1.	Modify the Intake.asp page. Intake page allows users to input initial information collected on new children seeking ITEIP services. Do not default the Initial Contact Date to the current date. Most of the records are not entered on the same day as the initial contact. We get many errors because the users do not change the date. Business Requirements 1.1.1.1. Set the Initial Contact Date in the Intake screen to nothing. Currently the Initial Contact Date is populated with the current date. Priority: Essential
2.	Do not allow the Referral Date – start of 45-day clock – to be before the Initial Contact Date. Business Requirements 1.1.1.2. Do not allow a referral to occur of the Referral Date is before the Initial Contact Date in the intake screen. Priority: Essential
3.	When the birth date of a child is changed after the 45-day clock starts (referred status), the child's calendar needs to be updated to reflect new birth date. Business Requirements 2.1.1.1. Update the child's calendar events to reflect the changed birth date: Transition Notification to the LEA Transition Meeting 2.1.1.2 Update calendar events even if the child is currently inactive. 2.1.1.3. Cannot allow a date later than the current date to be entered. Priority: Essential
4.	When transitioning a child out of the system, users need to be able to inactivate the child's record in the same process. . Business Requirements 2.2.1.1. Present popup confirmation to inactivate child record for the following transitions: 　Child exited program without a completed IFSP 　Transitioned at age 3 - Eligible for Part B/Special Education 　Transitioned at age 3 - Not eligible for Part B, exited to other program 　Transitioned at age 3 - Not eligible for Part B, exited with no referral 　Transitioned at age 3 - Part B eligibility not determined 　Transitioned under age 3 - Deceased 　Transitioned under age 3 - Moved out of state 　Transitioned under age 3 - Other: Attempts to contact or locate unsuccessful 　Transitioned under age 3 - Parent choice, not typically developing 　Transitioned under age 3 - Parent choice, typically developing 　2.2.1.2. Do not inactivate the child's record and do not present popup confirmation to inactivate child record for the following transitions: 　Transferred child to a new FRC within county 　Transitioned under age 3 - Moved out of county Priority: Essential

5.	Inactivate service if the last funding source is removed. Business Requirements 3.1.1.1. When user attempts to remove the last funding source for a service, warn the user with "removing the last funding source will inactivate the service. This could set the IFSP to an incomplete status if there are no other valid services for the IFSP. Would you like to continue?" 3.1.1.2. Inactivate the service if the user chooses to continue removing the last funding source for the service. 3.1.1.3. Inactivate the outcome if the last valid service for the outcome is inactivated due to removing the last funding source. 3.1.1.4. Set IFSP to not complete and delete the IFSP completed date if the last valid outcome for the IFSP is inactivated due to removing the last funding source. Priority: Essential
6.	Add provider address field. Under provider information, on the Service page, add the provider address field. Shall allow for some providers seeing children in the home and that do not have a work address. Business Requirements 3.2.1. Add optional provider address fields. Address1 Address2 City State Zip Priority: Essential
7.	Show numeric OSEP rating along with text description. Need to add Child Outcomes Summary Form (COSF) numbers to 1a, 2a and 3a titles; e.g. 1 for Not Yet, 2 for Uses some immediate foundational skills, 3 for Emerging, 4 for Rarely uses age expected, 5 for Somewhat, 6 for Uses age expected skills, but there are concerns, and 7 for Completely. These numbers are used for OSEP and Early Childhood Outcomes Center (ECO) rules that are part of the COSF implementation. Business Requirements: 4.1.1.1. Include numeric OSEP rating with the existing test description of the rating. (1) Not yet (2) uses some immediate foundational skills (3) Emerging (4) rarely uses age expected skills (5) Somewhat (6) uses age expected skills but there are a concerns (7) Completely Priority: Essential
8.	Make passwords compliant with dshs security rules. Implement more secure passwords that comply with Washington State Department of Social and Health Services (DSHS) security rules. The DSHS IT Security Manual (rev 10. 4-16-09) addresses the password change and maximum incorrect login attempts provisions. Business Requirements: 5.1.1.1. Passwords shall be changed at least every 120 days. 5.1.1.2. Entry of passwords on the screen is not viewable (i.e. a character, such as the * is used to hide the actual keyed entry). 5.1.1.3. Passwords are encrypted during storage and transmission, using at least 128-bit encryption. 5.1.1.4. A "lock-out" mechanism is activated after a maximum of up to five unsuccessful authentication attempts. 5.1.1.5. All passwords shall be "hardened" in accordance with the ISB Information Technology Security Standards, as follows: Passwords must be a minimum of eight characters in length and shall contain at least one special character, and at least two of the following three character classes: upper case letters, lower case letters, and numerals. Passwords shall not contain the user ID or any part of the user's full name. Passwords may not be reused for five consecutive iterations. 5.1.1.6. When a password has been reset by the administrator, the users will be required to change their password immediately after logon. Priority: Essential
9.	Need to be able to generate the Family Resources Coordinator (FRC) Caseload Report for the agency level. Business Requirements: 6.1.1.1. Modify the existing FRC Caseload Report to add an agency level report. This report should be formatted like the Service Area report, but containing the Agency information. Priority: Essential

10.	Need to add date ranges to filter by referral date to the required field status report. Also, need to remove all leading or trailing zeroes in date fields of all Required Field Status Reports dates and numbers. Business Requirements: 6.2.1.1. Filter report on date range by referral date or include all active clients 6.2.1.2. Remove all leading or trailing spaces in the date and number fields on the report. Priority: Essential
11.	Modify existing federal and IFSP compliance report to not include services past the child's 3rd birth date. Business Requirements 6.3.1.1. Do not count a service if the actual start date if past the child's third birth date. 6.3.1.2. Do not count the child in the following federal reports if there is not a valid IFSP with services started before the child's third birth date: Services Count Count of Children Receiving Services Primary Service Count 6.3.1.3. Do not count the service in the IFSP compliance detail report if the services had an actual start date past the child's third birth date. Priority: Essential

❖ The December 2009 quarterly counts that are included in the SPP was taken on January 19th, 2010 and posted on the ITEIP Web site. The quarterly data are for the SPP (State Performance Plan) Quarterly Program Data and are reported to the US Department of Education annually.

❖ Counts for Dec. 1 federal report was taken on the 19th of January, 2010. The Dec. 1 counts for each Service Area/County are included in the Statewide Contractor Data on the ITEIP Web site. There is a .pdf document with tables and graphs that include all Lead Agencies.

❖ To make sure all your children are included in the federal counts, make sure that you have checked the "This IFSP is Complete" box and that the "Date Parents Signed IFSP/Completion Date" has been filled in.

The System will not count children without an IFSP date filled in, an IFSP completion dated later than Dec. 1, transitioned before Dec. 1 or three years old on Dec. 1.

ITEIP Web Site Highlights

❖ The yearly (Oct. 1, 200x – Sep. 30, 200x) month by month data reports for the State of Washington for each month starting October 1, 2003 through May 2010 can be found on the ITEIP Web Site **http://www.dshs.wa.gov/iteip** by selecting Data Systems then selecting the appropriate years.

❖ Statewide, county by county data tables and graphs in .pdf format are available here.
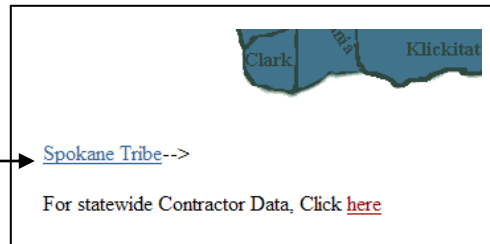
ITEIP DMS Training and Information

❖ We have included ITEIP DMS training as part of Day One Basic FRC Training which is taken by accessing the FRC training web site. You get access to the FRC training web site when registering for Basic FRC training. The FRC training will continue to be updated to include screens from the ITEIP Data Management System that will be used as part of all FRC training, matching the appropriate data entry screen to the appropriate lesson. This will better clarify not only how to enter the information, but what information should be entered.

❖ The same ITEIP DMS training used for Basic FRC training is on the ITEIP Web site at **http://www.dshs.wa.gov/iteip** under the heading Training.
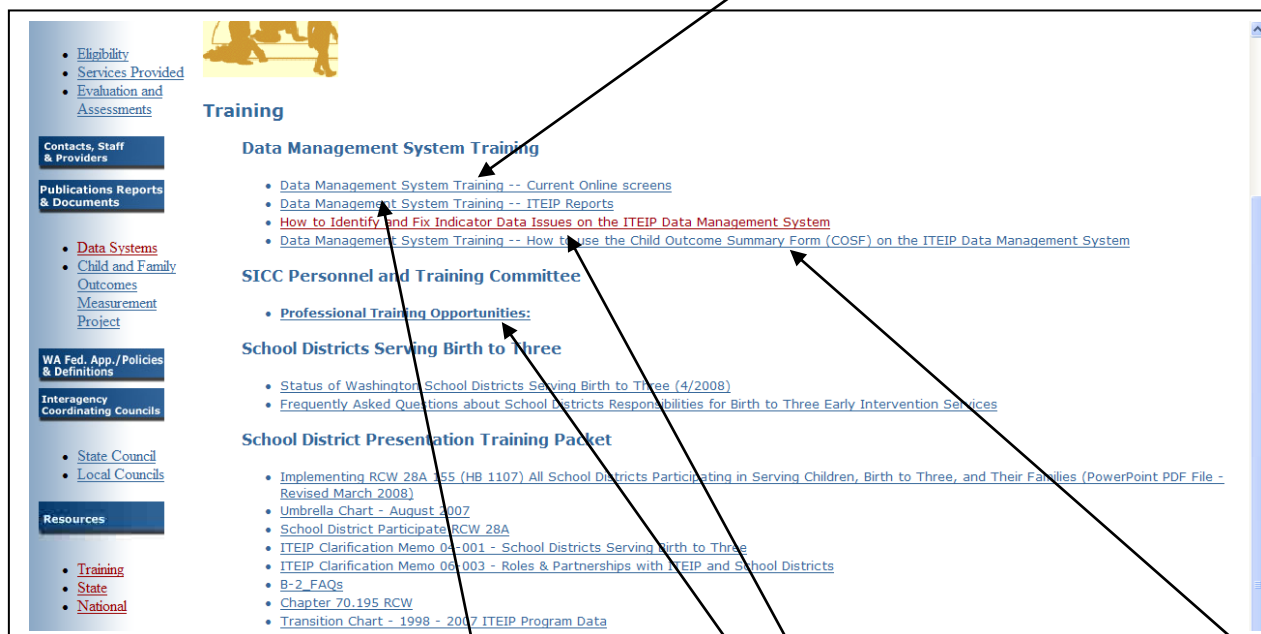
❖ Training for using ITEIP Reports, How to Identify and Fix Indicator Issues and COSF online and is available on the ITEIP Web site http://www.dshs.wa.gov/iteip/ under Training.

❖ There is also access to "Professional Training Opportunities" information.

❖ ITEIP continues to provide ITEIP DMS on site technical training in response to requests from the field. **ITEIP DMS technical training can be requested through your program liaison.**

> **Types of field Training offered.**
>
> 1. **Basic ITEIP DMS Training - On web, manual available on ITEIP Today screen and by request** - This training describes **how** to fill in the ITEIP DMS screens**.**

2. **Management Reports Training – On web, manual available on ITEIP Today screen and by request** – This training explains the reports available on the ITEIP DMS contain and how to use them.

3. **ADMIN (Administration) Training – Manual available on ITEIP Administration screen and by request** - Explains how to add staff to the ITEIP DMS, add and change proxies, add and update information on agencies, and update the ITEIP DMS user roles (FRC, Team member, provider, etc), and who can see management reports**.**

4. **Advanced Management Training – by request** - This training **is** for those that want to get more out of the information stored on the ITEIP DMS**.** ITEIP will work with users to develop new Excel reports using reports generated by the ITEIP DMS.

5. **COSF Training – On web and by request** – This training describes how to use the COSF on the ITEIP Data Management System.